



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
MAY 11, 2021 – 7:00 P.M.

(The meeting will be in-person and streamed on YouTube Live)

In compliance with current public health guidelines pertaining to social distancing, limited seating will be available in the council chambers during the meeting. Limited viewing will also be available in the administrative conference room located on the same floor. Members of the public may make comments to Council in-person during Citizens Comments.

The meeting will be streamed live on the Town of Christiansburg's YouTube page at www.christiansburg.org/YouTube and will remain on the Town's YouTube page once the meeting concludes.

If you do not want to or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit public comments, please visit www.christiansburg.org/publichearings. You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main St., Christiansburg, VA 24073; use the drop box to the left of the front doors at Town Hall to leave a letter; or email info@christiansburg.org. Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, May 11, 2021 for the comments to be distributed to Town Council before the meeting.

REGULAR MEETING

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. Dedication of a private drainage easement over four (4) recreation areas identified as Tax Map 465 – 27A that in whole total 0.546 acres from the Town of Christiansburg to Oaktree Townhomes, Phase II Homeowners Association.
- B. Conditional Use Permit request by New River Soccer Association (applicant) on behalf of Marjorie Ann Rhudy for a private recreational facility in the Agriculture (A) zoning district at 1200 Buffalo Drive, (Tax Parcel 556 – ((A)) – 84). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- C. Rezoning request by JBC Properties, LLC, for approximately 4.82 acres of a 5.311-acre parcel from A Agriculture to R-1 Single Family Residential. The subject property is located at 345 John Lemley Lane, S.E. and is identified as Tax Map Number 502 – ((17))-23 (Parcel ID 120239). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. (Case #RZN-2021-04).
- D. Water rates proposed for Fiscal Year 2021-22.

IV. CONSENT AGENDA

- A. Approval of Minutes of April 27, 2021.
- B. Schedule a public hearing for June 22, 2021 for an amendment of proffers for conditional zoned property for The Reserve at Round Meadows by Shah Development LLC (applicant/property owner). The change of proffers would allow an increase of five (5) additional lots for a total of no more than 56 single-family detached dwellings. The development is adjacent to Round Meadow Drive on Tax Map Nos. 494 – ((A)) – 62 and 63, Tax Map 495 – ((A)) – 64, and Tax Map 494 – ((A)) – 55E1 – 55E3.
- C. Schedule a public hearing for June 22, 2021 for a Conditional Use Permit request by Shah Development LLC (applicant/property owner) for a revision to The Reserve at Round Meadows subdivision previously approved 51 single family detached dwelling Planned Housing Development to add five (5) additional single-family dwellings on property located adjacent to Round Meadow Drive on Tax Map Nos. 494 – ((A)) – 62 and 63, Tax Map 495 – ((A)) – 64, and Tax Map 494 – ((A)) – 55E1 – 55E3.
- D. Resolution recognizing May 16 – 22, 2021 as National Public Works Week.
- E. Resolution recognizing May 16 – 22, 2021 as National Emergency Medical Services Week.

V. INTRODUCTIONS AND PRESENTATIONS

- A. Chief of Police Mark Sisson to present on Axon Body Cameras.
- B. Director of Parks and Recreation Brad Epperley and Assistant Events Coordinator Marty Gordon to update on the 2021 Farmers Market.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. Stipes and Bishop – Street Committee Report/Recommendation
 - 1. Plat Showing Boundary Line Adjustment Between Tax Parcel 528 – ((A)) – 96 & Tax Parcel 528 – ((A)) – 97 and Dedication of Public Utility Easements situated on Flint Drive, S.E.
 - 2. Plat Showing New, Relocated and Vacated Public Utility Easements on the Christiansburg Primary and Elementary School Campus situated on Betty Drive, N.W. and Wades Lane, N.W.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. A request from Sareh Ostadhosseinkhayyat for a Conditional Use Permit to operate a Family Day Home serving up to 12 children in the R-1, Single-Family Residential zoning district. The property is located at 1265 Flint Drive, S.E. and is identified as Tax Map 529 – ((21)) – 9. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. A request from Gay and Neel, Inc. to rezone an approximately 43.4-acre property owned by the Montgomery County School Board from I-2, General Industrial and B-3, General Business, to B-3, General Business with proffers. The property consists of three parcels located at 100 Independence Boulevard, N.W. and 1180 N. Franklin Street, identified as Tax Map 466 – ((2)) – 11 and 11A and Tax Map 466 – ((A)) – 14.
- C. A request from Trinity Community Church Trustees to rezone an approximately 5.44-acre property from A, Agricultural, to B-3, General Business. The property is located at 1505 N. Franklin Street and is identified as Tax Map 466 – ((A)) – 20A.
- D. Community Development Block Grant 2019 Consolidated Annual Performance and Evaluation Report (CAPER).
- E. Discussion of Regional Cigarette Tax Board

IX. STAFF REPORTS

- A. Town Manager
- B. Town Attorney
- C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

May 25, 2021, 7:00 P.M. – Regular Meeting

June 8, 2021, 7:00 P.M. – Regular Meeting



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARING

Meeting Date:
May 11, 2021

ITEM TITLE:
Public hearing regarding the dedication of a private drainage easement over four (4) recreation areas identified as Tax Map 465 – 27A that in whole total 0.546 acres from the Town of Christiansburg to Oaktree Townhomes, Phase II Homeowners Association.

DESCRIPTION:
Grant private blanket drainage easements to the Oak Tree Homeowners Association, Inc. over four (4) Town of Christiansburg owned parcels, each identified as a “Recreation Area” as part of Oak Tree Townhomes Phase II Subdivision Plat and as identified by Exhibit A of the attached deed.

POTENTIAL ACTION:
Hold Public Hearing

DEPARTMENT:
Engineering **PRESENTER:**
Wayne Nelson, Engineering Director

ITEM HISTORY:
The Oak Tree Homeowners Association (HOA) has hired an engineer to help solve drainage issues present at the rear of some of the townhomes in this development. This request was presented to Town staff during discussions regarding the Town’s need for a trail easement on HOA owned property at the intersection of Independence Boulevard, NW and Gold Leaf Drive, NW. Town staff will review and approve the final private drainage improvement plan across these Town owned properties once designed and submitted by the HOA to the Engineering Department.

Information Provided:
Drainage Easement Deed
<https://christiansburg.box.com/s/yeb2nmv8w80p0594wm0glc0un8bb1wt2>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARING

Meeting Date:
May 11, 2021

ITEM TITLE:

Conditional Use Permit request by New River Soccer Association (applicant) on behalf of Marjorie Ann Rhudy for a private recreational facility in the Agriculture (A) zoning district at 1200 Buffalo Drive, (Tax Parcel 556 – ((A)) – 84). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

DESCRIPTION:

The Town of Christiansburg has received a Conditional Use Permit request from New River United Soccer Association to operate a private recreational (club soccer) facility within the A, Agricultural zoning district. The purpose of the request is:

- A Conditional Use Permit is required for private recreational facilities within the A, Agricultural zoning district per Section 42-33 (4) of the Christiansburg Town Code.
- The applicant desires to develop a soccer facility that would consist of two fields and a parking area.

The subject property is approximately 5 acres in size. The property is bounded by Christiansburg Middle School and Harkrader Sports Complex to the north, as well Victory Restoration Church to the east and the property is currently developed single-family residential and is also used for livestock grazing and containment.

At its April 19, 2021 meeting, the Planning Commission recommended approval by a vote of 5-0.

POTENTIAL ACTION:
Hold Public Hearing

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Assistant Town Manager

Information Provided:

- Planning Commission Resolution
<https://christiansburg.box.com/s/1udfyjwrqirah5q00jo7gb2e3xkakf1>
- Planning Commission Minutes – April 19, 2021
<https://christiansburg.box.com/s/xkz4egjrf8tavuc02iqcv2g7ghs4nk01>
- Staff Report with Rezoning application and maps
<https://christiansburg.box.com/s/d4zlyzb1qpfh4tprk4qy9vfxj33cz91j>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARING

Meeting Date:
May 11, 2021

ITEM TITLE:

Rezoning request by JBC Properties, LLC, for approximately 4.82 acres of a 5.311-acre parcel from A Agriculture to R-1 Single Family Residential. The subject property is located at 345 John Lemley Lane, S.E. and is identified as Tax Map Number 502 – ((17))-23 (Parcel ID 120239). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. (Case #RZN-2021-04).

DESCRIPTION:

The applicant requests to rezone the subject parcels from A, Agricultural, to R-1 Single Family Residential. The rezoning as presented would accomplish the following:

- Provide a buildable lot under R-1 standards.
- Align with a similar single-family land use pattern in this area.
- Comply with the zoning ordinance requirement to rezone when subdividing in the Agricultural district (a less restrictive category than R-1).

At its April 19, 2021 meeting, the Planning Commission recommended approval by a vote of 5-0.

POTENTIAL ACTION:
Public Hearing

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Assistant Town Manager

Information Provided:

- Planning Commission Resolution
<https://christiansburg.box.com/s/gakazcd9rj9jcax5xfqgws8nizvxchiy>
- Planning Commission Minutes – April 19, 2021
<https://christiansburg.box.com/s/xkz4egjrf8tavuc02iqcv2g7ghs4nk01>
- Staff Report with Rezoning application and maps
<https://christiansburg.box.com/s/z8hc5jihos87t0ska9t80eb3h9aq331i>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
Public Hearing

Meeting Date:
May 11, 2021

ITEM TITLE:
Water Rates Proposed for Fiscal Year 2021-22

DESCRIPTION:
The Town of Christiansburg is a member of the New River Valley Regional Water Authority and we purchase our water from the Authority. The Authority has been undergoing rate increases in order to finance much needed upgrades. The Town is responsible for our distribution system, including transport and service lines, pump stations, water tanks, etc. and costs for maintenance of these facilities increase annually. The rate increases proposed were planned to begin last fiscal year, however the Town did not adopt the increase last year due to the Covid-19 situation.

Staff has included the increase that was previously planned to occur under the current fiscal year in order to alleviate subsidy of the water and sewer enterprise fund through the general fund.

POTENTIAL ACTION:
Council vote on May 25, 2021.

DEPARTMENT:
Administration

PRESENTER:
Town Manager Randy Wingfield
Finance Director Valerie Tweedie

ITEM HISTORY:
See above

Information Provided:
Ordinance for Water Rates
Water and Sewer Fee Schedule

**AN ORDINANCE INCREASING WATER RATE FEES AND CHARGES FOR WATER SERVICE,
AMENDING “TOWN OF CHRISTIANSBURG WATER AND SEWER UTILITIES SERVICE FEE
SCHEDULE” IN REGARDS TO WATER RATE FEES,
AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, Code of Virginia §15.2-2119 provides the authority for localities to collect fees and charges for the provision of water and sewer services.

WHEREAS, the Town of Christiansburg, Virginia provides water service to its citizens as well as many out of Town residents and purchases water for distribution from the NRV Water Authority; and,

WHEREAS, the NRV Water Authority has increased its rates and the cost of providing the service has increased for the Town; and,

WHEREAS, the Council of the Town of Christiansburg, Virginia has studied increases to the Town’s water rate fees and determined that it is in the best interests of the Town and its utility customers to increase the fees for water service to pay for the costs incurred by the Town in providing public water services to its citizens; and,

WHEREAS, the Council of the Town of Christiansburg, Virginia held a public hearing on May 11, 2021 for such increases and all public comments have been considered by Council; and,

WHEREAS, the public hearing was advertised on April 17 and 24, 2021 in the News Messenger, a newspaper of general circulation in the Town of Christiansburg; and,

WHEREAS, the Council of the Town of Christiansburg, Virginia has previously adopted the “Town of Christiansburg Water and Sewer Utilities Service Fee Schedule” to specify water rates in accordance with Sec. 36-63 of Chapter 36 “Utilities” of the Christiansburg Town Code.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Christiansburg that the “Water and Sewer Utilities Service Fee Schedule” attached hereto and incorporated by reference, is hereby enacted, approved and established.

This ordinance shall become effective July 1, 2021. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held _____, 2021, the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

Aye Nay Abstain Absent

Mayor D. Michael Barber*

Samuel M. Bishop

Johana Hicks

Steve Huppert

Merissa Sachs

Henry Showalter

Bradford J. Stipes

*Votes only in the event of a tie vote by Council.

SEAL:

Tracy Heinline, Town Clerk

D. Michael Barber, Mayor

Town of Christiansburg
Water and Sewer Utilities Service Fee Schedule
Effective July 1, 2019 2021

Water Rates			
	Minimum Rate per Month (0 – 1,000 gallons)	Rate per 1,000 gallons (1,001 – 50,000 gallons)	Rate per 1,000 gallons (50,001 gallons and above)
Within Corporate Limits	\$8.00 <u>\$9.00</u>	\$10.00 <u>\$11.00</u>	\$7.50 <u>\$8.25</u>
Outside Corporate Limits	\$12.00 <u>\$13.50</u>	\$15.00 <u>\$16.50</u>	\$11.25 <u>\$12.38</u>

Water Rate Notes:

When more than one building or a multifamily living unit is served on the same premises from the same water meter, the minimum shall be charged for each building or family living unit and the minimum allowance of up to 1,000 gallons will apply to each minimum charge.

Sewer rates unchanged from prior year.

Sewer Service Rates		
	Minimum Rate per Month (0 – 1,000 gallons)	Rate per 1,000 gallons (+1,001 gallons)
Within Corporate Limits	\$10.00	\$10.25
Outside Corporate Limits	\$15.00	\$15.38

Town of Christiansburg
Water and Sewer Utilities Service Fee Schedule
Effective July 1, 2019 2021

Connection Fees		
	Water	Sewer
Within Corporate Limits	\$3,000.00 ⁽¹⁾	\$3,000.00 + \$5.00/linear ft. ⁽³⁾
Outside Corporate Limits	\$4,500.00 (minimum) ⁽²⁾	\$4,500.00 (minimum) ⁽⁴⁾

Connection Fee Notes:

- 1) The cost of a five-eighths-inch water connection within the corporate limits will be \$3,000.00, if the distance from the water main to the property line is not over 40 feet. Should the distance from the water main to the property line be greater than 40 feet, the property owner must pay the actual cost of service lines in excess of 40 feet. The cost of water connections larger than five-eighths-inch will be \$3,000.00 plus the difference in actual cost of materials between a five-eighths-inch connection and larger connection.
- 2) The cost of all water connections outside the corporate limits will be based on the actual cost of materials and installation plus an administrative charge equal to 20 percent of such actual cost or a minimum fee of \$4,500.00, whichever is greater.
- 3) If the distance from the sewer main to the property line is greater than 40 feet, the property owner must pay for the actual cost of the lateral which is in excess of 40 feet in addition to the regular connection charges set forth above. The charge of \$5.00 per linear foot of the width of the lot frontage of the structure to be connected is not applicable for connections to any interceptor sewer main or to an existing collector sewer main which was installed prior to September 6, 1966, or which is located in a subdivision in which the subdivision developer has installed the sewer main to the property line.
- 4) Sewer connection fees outside the corporate limits of the Town will be made at actual cost of materials and installation plus an administrative charge equal to 20 percent of the actual cost, or a minimum fee of \$4,500.00, whichever is greater.

Sewer Main Extension Fee
\$5.00 per linear foot of the frontage of the property owner's lot or lots which will be served by the extension

Sewer Main Extension Fee Note: This cost will be in addition to the regular connection fee and will be paid at the time of connection. The Town Council may require that one-third of the estimated total cost based on \$5.00 per linear foot of main be paid by the property owners prior to the extension being started. Such extension will be made only with the Council's approval after cost estimates and the need for the extension have been determined.

Town of Christiansburg
Water and Sewer Utilities Service Fee Schedule
Effective July 1, 2019 2021

Miscellaneous Fees and Deposits	
Water Turn On Fee for All Connections	\$10.00 Fee
Water Restore	\$25.00 Fee
Domestic Service for Homeowners	\$50.00 Deposit
Domestic Service for Lessees or Tenants	\$50.00 Deposit
Industrial, Commercial and Business Services, Including Apartment Houses	A deposit in an amount equal to the average bill, but in no case less than \$50.00.
Customer Whose Bill for Service Becomes Delinquent Twice or More in Succession	A deposit in an amount which when added to the original deposit shall equal the amount of the average bill, but in all cases such additional service deposit shall be not less than an amount which when added to the original service deposit will equal \$50.00.
For Bills Unpaid on the First of the First Month Following the Date of Bill Distribution	10% penalty will be added
For Bills Unpaid on the 10th of the Second Month Following the Date of Bill Distribution	Service will be discontinued until all bills, penalty, and a \$25.00 service charge have been paid
BOD High Strength Surcharge	\$0.30 per Pound
Suspended Solids High Strength Surcharge	\$0.30 per Pound

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
APRIL 27, 2021 – 7:00 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON APRIL 27, 2021 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M. Bishop; Johana Hicks; Steve Huppert; Merissa Sachs; Henry Showalter; Bradford J. Stipes.

ABSENT: None.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Director of Engineering Wayne Nelson; Chief of Police Mark Sisson; Planning Director Margaret Barden; Assistant Director of Engineering Mike Kelley.

REGULAR MEETING

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. A request from Sareh Ostadhosseinkhayyat for a Conditional Use Permit to operate a family day home serving up to 12 children in the R-1, Single Family Residential zoning district. The property is located at 1265 Flint Drive, S.E. and is identified as Tax Map 529 – ((21)) – 9. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Sareh Ostadhosseinkhayyat, 1265 Flint Drive, S.E., addressed Council and expressed her request to open a family day home and referenced a map showing her plans for her property. She explained that she understood the concerns of her neighbors and was willing to work with them in any manner needed to keep the neighborhood peaceful and keep thru traffic down. Ms. Ostadhosseinkhayyat talked about being Covid-19 prepared by social distancing when parents drop-off and pick-up and included the idea of daily screenings and washing of hands regularly. She referenced the map of her property and explained she would need to install a fence in her backyard as well as a bathroom in her basement where the daycare would be located. She stated she would have 5-7 children at a time but by law could have up to 12 children and expressed that her hours of operation would be from 7am to 6pm, Monday thru Friday. Councilwoman Sachs expressed concern for the comments made by Ms. Ostadhosseinkhayyat's neighbors and asked her what she would recommend for keeping traffic issues to a minimum. Ms. Ostadhosseinkhayyat explained that her hope was to have

time slots for parents when dropping off and picking up their children. She expressed that staggering the number of drop-offs and pick-ups at her home could help keep traffic to a minimum. Mayor Barber stated this item had been brought before the Planning Commission and passed with a 7-1 vote.

Dan Maderic, 595 Arrowhead Trail, addressed Council and explained there was already sufficient traffic in the neighborhood of Flint Drive and believed a home daycare would add to that and cause issues. He explained that after looking at the property he urged Council to consider that this request could mean up to 12 children at a time, and he believed that would be excessive. Councilman Stipes stated that he puts a great deal of value and importance in neighbors and wanted to know if Mr. Maderic felt that 5-7 children would be a problem. Mr. Maderic answered that he did not think it would but wanted Council to be aware that it could be up to 12 children. Town Manager Wingfield explained that the Town could place a limit on how many children would be allowed in the daycare. Ms. Ostadhosseinkhayyat agreed that 5-7 maximum children could be acceptable.

B. A request from Gay and Neel, Inc. to rezone an approximately 43.4-acre property owned by the Montgomery County School Board from I-2, General Industrial and B-3, General Business, to B-3, General Business with proffers. The property consists of three parcels located at 100 Independence Boulevard, N.W. and 1180 N. Franklin Street, identified as Tax Map 466 – ((2)) – 11 and 11A and Tax Map 466 – ((A)) -14.

John Neel, Engineer with Gay and Neel, Inc. addressed Council and reviewed the existing Christiansburg High School zoning map on Independence Boulevard. He stated that the property currently consists of four parcels which were approximately 43-acres in total and those four parcels were split by I-2 and B-3 zoning. He explained that Gay and Neel was proposing to rezone the portion of the I-2 property to B-3 and to move forward with the Christiansburg High School renovations. Mr. Neel respectfully requested that Council vote tonight because of the simple nature of the request. Councilwoman Hicks questioned the placement of the buildings and the zoning and Mr. Neel explained the overarching of the buildings was to clean up the zoning discrepancy that was on the parcel as well as to clean up the bus loop. Mr. Neel explained the setback off the property and where the B-3 area was and stated that the applicant mainly wanted to clean up the property and have one large parcel throughout. Councilwoman Hicks questioned administration what the future comprehensive plan looked like. Assistant Town Manager Warren explained that it was business commercial and referred to specific information in the Planning Commission staff report. Councilwoman Hicks stated that she wanted the Town to remain consistent with their zoning ordinances and felt like other schools in the area seem to follow different zoning districts and questioned if there was a way to create a community zoning for these kind of buildings. Mr. Wingfield explained that although it was a limiting zoning classification, the Town could have a public use zoning category. Mr. Warren expressed that this could be looked at during the upcoming comprehensive plan and it could be a consideration. Mayor Barber suggested that Council eventually review all schools and make a blanket change.

Councilman Huppert made a motion to proceed and vote tonight on the rezoning at the Christiansburg High School. The motion was seconded by Councilwoman Hicks. Council voted on the motion as follows: Bishop – Nay; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Nay; Stipes – Nay. Noting a tie, Mayor Barber voted Aye, approving to move forward and vote on the item tonight under *DISCUSSION AND ACTION BY MAYOR AND COUNCIL*.

- C. A request from Trinity Community Church Trustees to rezone an approximately 5.44-acre property from A, Agricultural, to B-3, General Business. The property is located at 1505 N. Franklin Street and is identified as Tax map 466 – ((A)) – 20A.

Larry Gerald, 1660 Blake Drive, addressed Council as a Trustee of the Trinity Community Church and requested that Council rezone the property to allow an electronic sign to be placed at the church property due to the fact that when construction started their sign had been removed and they wanted a larger digital sign and added that the sign could not go back in the former location. Councilwoman Hicks questioned the church's grandfathered status and why the sign could not be replaced since it was a Town project. Town Manager Wingfield explained the original sign was grandfathered at that location, but removal loses the status if it was non-conforming. Assistant Town Manager Warren explained the previewed sign met Town structure and could be placed back to its same position. Mayor Barber questioned if Council would like to vote on the said item at tonight's meeting. Councilman Stipes stated he would be supporting both the church signage and the rezoning at Christiansburg High School but did not want to make exceptions for voting at this time. He explained there is a process of voting that Council follows for a reason and did not think it was fair to change that process for some items and not others.

Councilman Huppert made a motion to vote on the Trinity Community Church request at tonight's meeting. There being no second to the motion, the motion died.

- D. Community Development Block Grant 2019 Consolidated Annual Performance and Evaluation Report (CAPER).

Assistant Town Manager Warren presented to Council that the CAPER report was a typical report ran after the year is completed for housing and urban development. He explained that each year an action plan is completed first and then the CAPER report. Mr. Warren also explained there was little to report on this year and that all required elements were approved by HUD.

IV. CONSENT AGENDA

- A. Approval of Minutes of April 13, 2021.
- B. Approval of monthly bill list.
- C. Schedule a public hearing for May 11, 2021 regarding the dedication of a private drainage easement over four (4) recreation areas identified as Tax Map 465 – 27A that in whole total 0.546 acres from the Town of Christiansburg to Oaktree Townhomes, Phase II Homeowners Association.
- D. Schedule a public hearing on June 8, 2021 for a Conditional Use Permit request by Aztec Rental (applicant) on behalf of New River Community College for a contractor storage yard in the General Business (B-3) zoning district at 412 Roanoke Street, (Tax Parcels 527 – ((A)) – 200 and 527 – ((A)) – 202). The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- E. Resolution Recognizing May 2 -8, 2021 as National Travel & Tourism Week.

- F. Resolution Recognizing May 6 – 12, 2021 as National Nurses Week.
- G. Resolution Recognizing May 9 – 15, 2021 as National Police Week.
- H. Resolution Recognizing May 10 – 14, 2021 as United for Infrastructure Week.
- I. Resolution Recognizing May 2021 as Building Safety Month.
- J. Resolution Recognizing May 2021 as National Water Safety Month.

Councilman Stipes made a motion to approve the Consent Agenda as presented. The motion was seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

- A. Derrick Mays, Program Manager from the Department of Criminal Justice, to present Police Department's recertification document for accreditation.

Mr. Derrick Mays presented the recertification document for accreditation to the Police Department and stated the importance of accreditation. Mr. Mays explained that he currently had 99 certified accreditation agencies in Virginia and stated that the Town of Christiansburg Police Department had three certified assessors. He spoke about the employees of the Police Department and how helpful they had been during the accreditation process. Chief of Police Mark Sisson spoke about Mr. Mays performance and explained the Police Department was proud of the accreditation and explained that law enforcement had to be kept at a high standard and stated that the Town citizens expected him as Chief of Police to present just that. Mr. Sisson expressed that the accreditation process went so well due to the three assessors from the Police Department, Lieutenant Tim Brown, Police Accreditation Specialist Donna Akers, and Police Sergeant Chris Wiscarson.

- B. CEO/Executive Director Ryan Martin to present on YMCA at Virginia Tech operations and programs.

Mr. Martin, 1631 York Drive, thanked Council for allowing the YMCA to use the storage building on Cambria Street to store appliances, furniture and other goods donated to the thrift shop this year. He explained that the thrift shop is the biggest business element that drives all the nonprofit activities that the YMCA provides. He spoke about the history of the YMCA and how early on they advocated for and helped create the student counseling center. He also touched on the ongoing community programs that provided resources for the YMCA. Student programs such as the recycling program, newcomer activities, and the pottery studio. Mr. Martin also spoke about tackling the food insecurity in the New River Valley and Montgomery County's community needs. He touched on the 2018 data and explained that transportation for the YMCA is a huge impediment and explained the volunteers had to travel to Salem to pick up food and bring back to the NRV and expressed that having storage here in Christiansburg would help immensely. Mr. Martin reported that since April of 2020, 35,000 meals had been served in the New River Valley. He explained the YMCA had already been funded to purchase a mobile kitchen and add a new position of Director of Food Advocacy. Mr. Martin spoke about the current needs for the YMCA and

expressed that the Moose Lodge had offered to help with after school programs which would include Christiansburg students as well. He explained the Moose Lodge hours would be from 2:30pm to 6pm and that school aged children would be able to go to this location and have healthy snacks, meals and talk to Virginia Tech student volunteers as mentors. Mr. Martin expressed that the Meals on Main program at the YMCA Thrift Shop was available at the Prices Fork Elementary School parking lot every Monday from 4pm – 6pm. The Meals on Main program is an extension of an ongoing service which the YMCA at Virginia Tech has been offering for the past few years that provides food to all youth in the New River Valley. Councilman Stipes thanked Mr. Martin for his presentation and stated that it really opened Council's eyes to the needs of the YMCA. He encouraged Mr. Martin to continue to make this presentation with the new Council members in January 2022.

- C. Findings and recommendations of the Stormwater Enterprise Fund Committee presented by the Committee facilitator Andy Kassoff, Director of Wetland Studies and Solutions, Inc., and Committee Chairman, Steve Semones.

Mr. Kassoff addressed Council concerning the Stormwater Enterprise Fund Committee and explained how the committee came together, referenced the list of members, and explained there had been great support from Town staff. He explained that the first committee meeting was an evaluation of what the program entailed. The second meeting looked at funded projects and work that had been completed using the enterprise funds, the grant funding and how the grants were being spent. Mr. Kassoff explained that the third committee meeting looked at what the committee would like to see changed, some goals and objectives and modifications to the utility fee and what was available to them to make those changes. He explained the fourth meeting was a recap of previous meetings and a development of the recommendations of the committee. He spoke about the committee consideration of a local grant program for small businesses, a consideration of a consumer price index escalation, and an increase of public outreach, explaining that the committee felt many citizens of the Town could benefit from similar knowledge. Councilman Stipes stated that after reviewing the committee members list, he felt they were all directly affected by this stormwater fee. Mr. Kassoff concluded that the committee had discussed recommending no changes at this time to the fee structure and agreed that it seemed equitable.

- D. Don Rissmeyer, Associate AMT Engineering, to present findings and alternatives from the College Street Drainage Study.

Mr. Rissmeyer presented a brief overview of the College Street Drainage Study drainage alternatives and the history of flooding on College Street. He referenced pictures that had been provided to him by staff and citizens. The pictures reflected flooded roads and driveways, flooded basements, and excessive water in backyards. Mr. Rissmeyer explained that after significant rain events, the Town initiated this study to provide recommendations to reduce future flood risks. He explained the pipe outfall on W. Main Street discharges runoff that drains into the backyards along College Street and stated this was one of two unmanaged pipe outfalls along W. Main Street. He explained there was 277-acres in the area that was considered in identifying the flooding concerns. Mr. Rissmeyer stated that the engineering study considered drainage recommendations to manage rainfall depths for several different storm events. Three phases of drainage improvements were recommended to the Town, several of those being modifications to reduce peak discharges and more extensive construction work. Mr. Rissmeyer explained that the next step would be for the

Town to continue to work with the engineering team and further investigate the recommendations brought before Council. He explained the Town could then seek funding and secure drainage easements, to then design and construct the planned drainage improvements. Councilman Showalter questioned if all property owners in the area had agreed to this modification of their properties. Mr. Rissmeyer explained that the citizens had not been formally contacted but that would be included in the next step, though they generally sounded agreeable when staff spoke to them. Councilman Stipes commented that the Town is taking this very seriously and inquired if there had been sufficient engineering work done to know what type of easement would be necessary throughout the properties. Mr. Stipes explained that once the Town knows what type of easements will be necessary then it could be discussed with the homeowners and the easements could be secured. Mr. Rissmeyer answered that the main focus of the study was to look at alternatives for each property owner and explained a temporary easement would be necessary to do the work and then a more permanent easement would be affixed to the pipe.

VI. CITIZEN COMMENTS

None.

VII. COMMITTEE REPORTS

A. Stipes and Bishop – Street Committee Report/Recommendation.

1. Plat of Subdivision: The Reserve at Round Meadows situated along Round Meadow Drive and Chrisman Mill Road on Tax Map 494 – ((A)) – 62 and 63, Tax Map 495 – ((A)) – 64, and Tax Map 494 – ((A)) – 55E1 – 55E3 (creation of 51 single-family residential lots and common area). Councilman Stipes explained that this plat would be created so the developer could build on and sell the 51 lots. Mr. Stipes explained this plat was consistent with the master plan that was approved by Council 18 months ago. Councilman Stipes made a motion to approve the plat for the Reserve at Round Meadows. The motion was seconded by Councilman Huppert. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

2. Plat from Records Showing Lot Line Vacation of Midway Plaza for Tax map 406 – ((2)) – 10 – 15 located on Midway Plaza Drive, N.W. Councilman Stipes explained that this plat was located on the northern end of Town and the parcels would be consolidated into smaller lots to make a large parcel to be developed on. Councilman Stipes made a motion to approve the plat from Records Showing Lot Line Vacation of Midway Plaza. Councilwoman Sachs seconded the motion. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

Mayor Barber revisited item *B*. under *PUBLIC HEARINGS* and asked if there was a motion to approve the request from Gay and Neel, Inc. to rezone an approximately 43.4-acre property owned by the Montgomery County School Board. Councilman Huppert made a motion to approve the request. Councilman Stipes seconded the motion. Councilwoman Hicks expressed concern for voting tonight on this item and stated that Council needed to follow the rules of the

Public Hearings for all items throughout and wait two weeks for a vote. Mayor Barber explained that Council could withdraw their motion and the second and could table the vote for two weeks. Councilman Stipes withdrew his motion of a second. Mayor Barber asked if there was anyone else that would like to second this motion. Hearing none, Council did not vote on the item and expressed that it would be on the May 11, 2021 agenda.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield introduced new Planning Director Margaret Barden to Council. Ms. Barden addressed Council and provided detail about her background.

Mr. Wingfield also introduced Mike Kelley, currently Assistant Engineer for the Engineering Department and stated that Mr. Kelley had accepted the position of Director of Engineering. He explained Mr. Kelley would begin as Engineering Director in July after Mr. Nelson's retirement with the Town.

B. Town Attorney

None.

C. Other Staff

No reports.

X. COUNCIL REPORTS

Councilman Stipes

None.

Councilman Showalter

None.

Councilman Huppert

Mr. Huppert reported to Council that at the last meeting Councilwoman Hicks had brought up raising the fee for non-citizens to swim at the Aquatic Center and that Mrs. Hicks had expressed concern with paying County taxes. Mr. Huppert continued to state that the County currently pays for schools, the library, the county jail, the animal shelter and how the County helps fund Fire and Rescue for the Town. He also expressed that the County provides funds towards Tourism, the Huckleberry Trail, the Water Authority, and the Commissioner of Revenue. He concluded that the Town has had a good relationship with the County throughout the years and thought it would be beneficial to keep that relationship.

Councilman Bishop

Mr. Bishop reported that there was a Central Business meeting on April 28, 2021 @ 12pm.

Councilwoman Sachs

Ms. Sachs reported an Arts Advisory Board meeting was held today and there had been great progress made and the board was currently on schedule.

Councilwoman Hicks

Mrs. Hicks addressed Councilman Huppert and explained she would be attending the next Aquatic Center Advisory Board meeting. She also expressed that she understood the Town pays a large portion of County taxes but also does not think the citizens should pay for Aquatic Center fees when the burden could be placed on non-residents. Mrs. Hicks expressed that her job as a Councilwoman was to make sure she was protecting and helping the citizens.

Mayor Barber

Mr. Barber reported on the new police vehicle parked in front of the Town Hall that promoted Child Abuse Prevention Month. Mayor Barber also explained that the new business Chicken Salad Chick had a ribbon cutting today and the business donated \$4,200 to Micah's Backpack Program. Mr. Barber also reported that Clarity Eye Care had expanded and moved to another location in the old Roanoke Times building. Mr. Barber stated that a business report from Finance showed around 8-9 new businesses in Town. Councilwoman Hicks expressed that she would like for Council to receive invitations to ribbon cuttings in the Town as well.

XI. OTHER BUSINESS

None.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:40 pm.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION RECOGNIZING MAY 16-23, 2021 AS NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Christiansburg; and,

WHEREAS, these infrastructures, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Christiansburg to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Christiansburg, Virginia declares the week of May 16-22, 2021 as, National Public Works Week in the Town of Christiansburg, Virginia, and do hereby call upon all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held May 11, 2021, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Johana Hicks

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

D. Michael Barber, Mayor*

*Votes only in the event of a tie.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



EMERGENCY MEDICAL SERVICES WEEK

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the staff and volunteer members of Christiansburg Rescue are prepared to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency medical care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care and access to telemedicine; and

WHEREAS, the emergency medical services system consists of emergency medical technicians, paramedics, emergency medical dispatchers, emergency medical services educators and administrators, emergency nurses, emergency physicians, other out of hospital medical care providers and first responders, and trained members of the public; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in hundreds of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, the Town of Christiansburg and its citizens greatly benefit from the outstanding work of emergency medical services providers throughout our community.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Christiansburg, Virginia declares the week of May 16 – 22, 2021 as Emergency Medical Services Week in Christiansburg to recognize the efforts of Christiansburg Rescue and all of the emergency medical services members in our community and to applaud their accomplishments.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held May 11, 2021, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Johana Hicks

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

D. Michael Barber, Mayor*

*Votes only in the event of a tie.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
May 11, 2021

ITEM TITLE:

Conditional Use Permit request from Sareh Ostadhosseinkhayyat to operate a Family Day Home serving up to 12 children in the R-1, Single Family Residential District. The property is located at 1265 Flint Drive, S.E. and is identified as Tax Map Number 529-21-9. (CUP-2021-02)

DESCRIPTION:

The applicant has requested a Conditional Use Permit for a Family Day Home as an accessory use to the primary use of the single-family dwelling. The applicant proposes to remodel the property's existing unfinished basement to accommodate the proposed use consistent with the licensing requirements for this type of facility.

At its March 29, 2021 meeting, the Planning Commission recommended approval of the request by a vote of 7-1 with the following conditions:

1. The facility shall be brought into compliance with all applicable Building Codes to the satisfaction of the Town Building Official and Fire Marshall.
2. The family day home serving six through twelve children shall provide the Town of Christiansburg with a copy of an approved License from the Department of Social Services.
3. The family day home serving six through twelve children shall obtain a Town Business License.
4. A minimum four-foot chain link or board fence shall be constructed and maintained to enclose the yard/play area.
5. All children are to be contained within the fenced area or inside.
6. Permit shall be subject to background checks on residents and employees annually.
7. This permit becomes effective after Town inspectors confirm that these conditions are met.

POTENTIAL ACTION:
Discussion and Action

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Assistant Town Manager

Information Provided:

- Planning Commission Resolution
<https://christiansburg.box.com/s/ttg2ot3n72ar2s1vanjumihegrghivw2>
- Planning Commission Minutes – March 29, 2021
<https://christiansburg.box.com/s/xlh2isxbl6i9mb9h90pwak2ea847xgdc>
- Updated Staff Report to include public comments received to date
<https://christiansburg.box.com/s/p3ewsnv39xulxw10l59hc7lna4vbhyr9>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
May 11, 2021

ITEM TITLE:

Public Hearing for a Rezoning request from Gay and Neel, Inc. to rezone an approximately 43.4-acre property owned by the Montgomery County School Board from I-2, General Industrial and B-3, General Business, to B-3, General Business with proffers. The property consists of three parcels located at 100 Independence Boulevard, N.W., and 1180 North Franklin Street, identified as Tax Map 466-((2))-11, 11A and Tax Map 466-((a))-14. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Case #RZN-2021-02

DESCRIPTION:

The applicant requests to rezone the Christiansburg High School (CHS) property from I-2, General Industrial and B-3, General Business, to B-3, General Business with proffers. The rezoning as presented would accomplish the following:

- eliminate the existing split-zoned Industrial and General Business zoning designations of the property;
- allow for the planned redevelopment and expansion of the CHS property;
- align the zoning of the property consistent with the Town's Future Land Use designation for this area of Town; and,
- limit the use of the property as detailed in the applicant's attached proffer statement.

At its March 29, 2021 meeting, the Planning Commission recommended approval by a vote of 8-0.

POTENTIAL ACTION:
Discussion and Action

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Assistant Town Manager

Information Provided:

- Planning Commission Resolution
<https://christiansburg.box.com/s/akvtsy4m1opo6ltlohbklut75arc0eh4>
- Planning Commission Minutes – March 29, 2021
<https://christiansburg.box.com/s/xlh2isxbl6i9mb9h90pwak2ea847xgdc>
- Staff Report with Rezoning application and maps
<https://christiansburg.box.com/s/rq4z9twugcdhwhe8diidos3ron502qh>
- Draft Rezoning Ordinance
<https://christiansburg.box.com/s/vmgtk4z86ty2dxoz7x8ay9lb4fx22sin>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
May 11, 2021

ITEM TITLE:
Rezoning request from Trinity Community Church Trustees to rezone an approximately 5.44-acre property owned by Trinity Community Church from A, Agricultural, to B-3, General Business. The property is located at 1505 N. Franklin Street and is identified as Tax Map 466-((A))-20A. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
Case #RZN-2021-03

DESCRIPTION:
The applicant requests to rezone the subject parcels from A, Agricultural, to B-3, General Business with proffers. The rezoning as presented would accomplish the following:

- permit the church to install an electronic reader-board freestanding sign which exceeds the maximum square footage allowed in the Agricultural Zoning District;
- align the zoning of the property consistent with other properties that have frontage in this area of North Franklin Street; and,
- align the zoning of the property consistent with the Town's Future Land Use designation for this area of Town.

At its March 29, 2021 meeting, the Planning Commission recommended approval by a vote of 8-0.

POTENTIAL ACTION:
Discussion and Action

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Assistant Town Manager

Information Provided:

- Planning Commission Resolution
<https://christiansburg.box.com/s/pohieav7gdfcdmuaeajr73wv117w0n92k>
- Planning Commission Minutes – March 29, 2021
<https://christiansburg.box.com/s/xlh2isxbl6i9mb9h90pwak2ea847xgdc>
- Staff Report with Rezoning application and maps
<https://christiansburg.box.com/s/v4mfkl3qz692mkv58hnwoxkwjhw7ruxz>
- Draft Rezoning Ordinance
<https://christiansburg.box.com/s/dlhjuv66juzbbrieg776j63cc383sq9g>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
May 11, 2021

ITEM TITLE:
Community Development Block Grant 2019 Consolidated Annual Performance and Evaluation Report (CAPER)

DESCRIPTION:
The plan provides the required information by the U.S. Department of Housing and Urban Development (HUD) and outlines the results of the activities for Community Development Block Group program for 2019.

POTENTIAL ACTION:
Discussion and Action

DEPARTMENT(S):
Town Manager's Office

PRESENTER:
Andrew Warren, Assistant Town Manager

INFORMATION PROVIDED:
2019 Draft Consolidated Annual Performance and Evaluation Report
<https://christiansburg.box.com/s/rjx9otdf8lxoca3cyjzldaxpi7fdlacl>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

May 11, 2021

ITEM TITLE:

Discussion of Regional Cigarette Tax Board

DESCRIPTION:

The New River Valley Regional Commission has asked that local managers survey our governing bodies for potential interest in participating in a regional cigarette tax board. The idea would be to have the regional board oversee and receive the tax for regional items, including policing the stamp program. I'm attaching a generic NRV draft that the Regional Commission prepared based on the Mount Rogers area agreement.

The regional localities that are considering adoption of a board have expressed a desire for a strong indication about whether the other local governments would want to establish and participate in a regional board. I have been encouraging the group to consider establishing an equalized rate of \$0.40 per pack (which is our current rate) and this seems like the consensus for the rate. This would give those without a rate (such as the counties), or a lower rate, the opportunity to establish \$0.40. The regional board can operate with varying rates; however, it does add a few steps to the administration process.

NRVRC has asked managers to check-in with the elected officials about two items 1) desire to establish a regional cigarette tax board and 2) whether we would be likely to use the \$.40 rate. Our Finance Department currently manages our own stamp program and it does not take a lot of effort/staff time to manage it per Finance Director Valerie Tweedie. I have told the managers group that we would want to make sure we have our portion returned to us for general fund as we currently have \$450,000 in the budget and we don't want to create a hole in the budget by joining a regional board and losing revenue to them (and the group would desire some sort of small administrative percentage for managing the program).

POTENTIAL ACTION:

Council discussion and direction.

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield
Finance Director Valerie Tweedie

ITEM HISTORY:

None, other the Town has historically collected our own cigarette tax and has a stamp program now at a rate of \$0.40 per pack.

Information Provided:

NRV Generic Joint Exercise of Powers

<https://christiansburg.box.com/s/gdu3h17z4zhsu2hnqwekmcq5ioggh86>